

 Official Policy	Division or Sector:	Academic Dean
	Responsibility:	Academic Dean
	Policy Number:	7210-1
Title: Examination Retention		

PURPOSE

In the interests of students and teachers, to establish consistent practices with respect to the retention of examinations, including the comprehensive assessments (ESPs - épreuves synthèse de programme).

POLICY

The general principle behind this policy is that tests and exams are an important part of the learning process and that students have the right to see the results of all tests and exams so that they can learn from them.

1. All material submitted during the year by the student is to be returned to the student as soon as possible, giving the teacher's comments, corrections and suggestions. Teachers who wish to retain tests may do so but only after the students have been given an opportunity to see the questions and results and to discuss and learn from them. In such cases, the student must be given and permitted to keep a written record of the grade obtained.
2. Material that is to count towards a final mark must bear the mark given.
3. The teacher is to keep a record of the date and mark given (in no. 2 above).
4. Students who wish to see their final exam or comprehensive assessment (ESP) must be allowed to do so up until the delete deadline of the subsequent semester.
5. Tests, final examinations and comprehensive assessments that are retained by the teacher or the program must be kept for one (1) year. Teachers who do not expect to be in the College in one of the two subsequent semesters must ensure that all retained tests, exams and comprehensive assessments must be available to the College if needed.

N.B In the International Baccalaureate Program, certain assignments and final exams are marked externally by the I.B.O. These are exempted from this policy.